



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT CARSON  
1633 MEKONG BLVD., RM 215  
Fort Carson, CO 80913-4313

### GC Policy #6

IMNW-CAR-EEO

11 August 2006

#### MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Right to File a Discrimination Complaint, Supersedes GC Policy #6 dated 25 January 2006

1. All Army civilian employees, former employees, or applicants for employment covered by AR 690-600 (Equal Employment Opportunity Discrimination Complaints) are entitled to initiate a complaint of alleged discrimination. Anyone who believes that he or she has been discriminated against because of race, color, religion, sex, national origin, age (40+), physical/mental disability, and/or reprisal in an employment matter, including Equal Pay Act (EPA) complaints subject to the control of the Army, may file an individual complaint of discrimination.
2. Before a formal complaint can be filed, the individual must first present the matter(s) to an equal employment opportunity (EEO) official for the purpose of seeking information on how to proceed. This process is called an "intake procedure." The intake procedure involves a determination as to the proper venue for an individual to use to addressing his/her concern(s) and to advise the individual of the availability of Alternative Dispute Resolution (ADR). In those cases in which ADR is offered, the individual may choose between ADR and the traditional, precomplaint counseling process. The matter(s) must be presented within 45 calendar days from one of the following dates: the date of the matter giving rise to the complaint; the effective date of the personnel action; or the date that the aggrieved became aware, or reasonably should have become aware of the discriminatory event or personnel action.
3. The EEO counselor's inquiry and ADR are designed to reach a resolution of the aggrieved person's allegations. If resolution is not reached, a formal complaint may be filed within 15 calendar days from the date of receipt of the Notice of Right to File a Discrimination Complaint. The complaint must contain a statement signed by the complainant, or his/her attorney, describing in detail the actions, practices, or issues giving rise to the complaint.
4. All personnel will fully cooperate with and support the EEO counselor in the performance of his/her duties. The EEO counselor will be free of restraint, interference, harassment, coercion, discrimination, or reprisal in connection with the performance of his/her counselor duties.

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5. This organization is dedicated to the principle that people are our most valuable asset and are entitled to work in an environment free of unlawful discrimination. With this tenet in mind, our position with regard to the complaint process is to protect the integrity of the process and preserve the rights of the individual.

6. If you need more information regarding the discrimination complaint process or want to discuss an employment issue, contact the Equal Employment Opportunity Office at 526-4413.

  
EUGENE B. SMITH  
COL, FA  
Garrison Commander

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